

**Steps to Follow for Completion
of
Statement of Economic Interests (SEI or FPPC Form 700)**

1. Open the Department of Justice Conflict of Interest Code, which is available online at http://ag.ca.gov/conflict_interest/leaving_office.php.
2. Find your Division and job classification in the Conflict of Interest Code.
3. Next to your job classification, find your Disclosure Category.
4. Consult the appropriate page in the Conflict of Interest Code that describes your Disclosure Category (see pages 8 – 11 in the Conflict of Interest Code) and determine the economic interests that your Disclosure Category requires you to report.
5. Open the Statement of Economic Interests form, which you received in the mailing from the SEI Form 700 Filing Officer. The form is also located at http://ag.ca.gov/conflict_interest/leaving_office.php.
6. Read the instructions on the Statement of Economic Interests form. Additional detailed instructions about the Statement of Economic Interests form and a summary of the rules on gifts, travel and loans are available online at http://ag.ca.gov/conflict_interest/leaving_office.php.

Complete the Cover Page and, if necessary depending on your Disclosure Category, any appropriate Schedules.

Note that: (a) **You may use your former work address and phone number. Personal address and phone number are not required on the cover page.**

(b) Only Disclosure Categories 1, 5, 6, 10, 12, and 18 are required to report any real estate interests, meaning that employees in the remaining Disclosure Categories will in no case have to complete Section 4 of Schedule A-2, or Schedule B.

(c) For employees in Disclosure Categories 3 and 6, which include ERA, HEW, HQE, Land Law, and Licensing employees, a client list is available online at http://ag.ca.gov/conflict_interest/leaving_office.php.

7. Print the Cover Page and any Schedules you have completed.
8. Date and sign where indicated on the Cover Page and make a copy of the Cover Page and any Schedules you have completed. If you have completed one or more Schedules, staple

them to each Cover Page so that you identical versions of the Cover Page and attached Schedules.

9. File the **original, signed** Cover Page and any attached Schedules **within 30 days** with:

Bill Holtz
Conflict of Interest Code Filing Officer
Business Services Section, D-8
Department of Justice
1300 I Street, 8th Floor
Sacramento, CA 95814

10. Retain the other copy for your records.

11. Please avoid the following common mistakes:

- a. Even if you have no reportable interests on any Schedule, you must still complete and file the Cover Page (indicating by checking the appropriate box that you have “No reportable interests on any schedule”).
 - b. Remember to check the box on the Cover Page indicating how many pages (Cover Page plus Schedules) you are filing.
 - c. Do not forget to date and sign the Cover Page. (Under the law, the form is not officially “filed” until an original, signed version is filed.)
 - d. File only the original, signed version of the Cover Page, with attached Schedules, if any. We cannot accept a copy.
 - e. Do not fax your filing.
12. You may be required to pay a **\$100 penalty** if you do not file your form by the legal deadline for filing. Also, continued failure to file could result in a **substantial fine from the FPPC that could be as high as \$5,000**.
13. If you have any questions about the Statements of Economic Interests, please contact Deputy Attorney General Jennifer A. Lee at JenniferA.Lee@doj.ca.gov.

SOME COMMON AREAS OF MISUNDERSTANDING

Some common areas of misunderstanding regarding the Statement of Economic Interests are economic interests of a spouse or dependent child, gift disclosure, and gift limits. Informational tips on these issues are discussed below.

Family Interests – Real Property and Investments

Your reportable economic interests can include interests in real property and investments held by your spouse, registered domestic partner, or children under 18 years old who can be claimed as dependents on your federal tax return. This is true even for interests and investments that are legally your spouse's or registered domestic partner's "separate" property. Thus, for example, if your spouse, your registered domestic partner, or a child under 18 whom you can claim as a dependent owns 10% or more of a business entity or trust, you also own a proportionate amount of that entity's or trust's real property or investment holdings for reporting purposes.

Family Interests – Income

You do not have a reportable interest in the income of your children who are under 18 and can be claimed as dependents on your federal tax return. You also have no reportable interest in your spouse's or registered domestic partner's income that is legally his or her "separate" property. However, you do have a reportable interest in 50% of any income of your spouse or registered domestic partner that is "community" property.

Gift Limits and Reportable Sources

As a designated employee, you must disclose gifts from a donor if: (1) that donor is a source specified in your Conflict of Interest Code disclosure category, and (2) the total value of all gifts given by that donor in the reporting period covered by your Form 700 is \$50 or more. You are also subject to a "gift limit" of \$420 per calendar year from each source that is specified in your disclosure category. Please note this limit is adjusted for inflation every two years. The limit will next be adjusted in late 2012, and any change will become effective January 1, 2013.

There is no geographic limitation on reportable sources of gifts. Therefore, a meal from an out-of-state business acquaintance or an event ticket from a company that does not do business in California is still subject to disclosure and the gift limit if the donor is a source specified in your disclosure category.

Gifts to Family Members

In some cases you must report a gift that is given to your (1) spouse, (2) registered domestic partner, (3) children under 18 years old who can be claimed as dependents on your federal tax return, or (4) other children between 18-23 years old who live with you and are part- or full-time students who do not provide more than half of their own support. These gifts are reportable if the donor is a person or entity who lobbies the Department of Justice or is involved in or connected with a DOJ action or decision in which you either participated within the preceding 12 months or will foreseeably participate in the future. Gifts from other donors may also be reportable depending on the relationship, if any, between the donor and the family member. For more information, please refer to the Fair Political Practices Commission (FPPC) material available online at http://ag.ca.gov/conflict_interest/leaving_office.php.